

YORK COUNTY SHERIFF'S OFFICE
Law Enforcement Court Officer/Call Taker
Part-time / 20 hours per week

The York County Sheriff's Office is seeking applications with attached resume for the position of part-time Court Officer/Call Taker within the Police Services Division. The position is responsible for assisting in the delivery/service of court orders, will act as a "call taker" handling telephone and walk in complaints, and will serve as the department court officer. Individuals must have the ability to work in a fast paced environment handling multiple priorities. Must have the ability to exercise courtesy, sensitivity and discretion dealing with Criminal Justice professionals and citizens. The position requires a minimum of: HS diploma or GED; combination of 3 years of post high school and/or employment experience; two years of experience in a law enforcement setting is preferred; valid drivers license w/acceptable motor vehicle history; no criminal record and full-time law enforcement certification or successful completion of the Maine Law Enforcement Pre-service standards. .

The hiring process may include but is not limited to extensive background investigation, oral boards, psychological and polygraph examinations. This is a 20 hour per week position. ***Applications for this position will be accepted until 4:00 pm Friday, July 5, 2013.*** Applications for this position may be obtained and dropped off at the YORK COUNTY SHERIFF'S OFFICE, One Layman Way, Alfred, Maine 04002, 207-324-1113, Monday through Friday 8:30 – 4:30 PM. EOE